

## **DEPARTMENT OF DEFENSE TELEWORK GUIDE**

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## **1. BACKGROUND**

This Guide is designed to provide guidance to Components in implementing the DoD Telework Program, pursuant to Public Law No. 106-346, Section 359, and the DoD Telework Policy. It is also designed to assist Components in developing their own guidance for Component-specific telework programs, subject to the legislation and Department-wide Policy.

Telework (also known as flexiplace, telecommuting, work-at-home) has emerged over the last decade in Federal Government employment both on an informal basis and pursuant to specific agency policies and regulations. In the early 1990s, following a successful home-based flexiplace pilot program by the Office of Personnel Management (OPM) and the General Services Administration (GSA), agencies were given the authority to permit employees to work at locations other than the traditional worksite.

Congress subsequently initiated an interagency Telecommuting Center Pilot Project in 1993, with a \$5 million appropriation to GSA to acquire and equip four pilot telecommuting centers (telecenters) in the Washington Metropolitan area. Since then, additional centers have been added in the Washington, D.C., area, and in other areas around the country.

DoD, from 1996-1998, conducted a telecommuting pilot project to encourage all DoD Components to test the feasibility of using the GSA telecenters. The interest in alternative or flexible workplace arrangements has increased as a result of a greater demand by employees for a better balance of their work and family/personal lives, increased stress associated with long commutes, increased air pollution, rising costs of office space, and advances in computer and telecommunications capabilities.

This Guide provides advice to managers and employees on the Telework Program and should be read in conjunction with the DoD Telework Policy. It does not attempt to provide answers to every possible question on telework, nor anticipate every potential situation in a telework arrangement.

Managers, supervisors and employees are encouraged to regularly visit the Interagency Telework Web Site sponsored by OPM and GSA for current information on telework for Federal employees. The site includes OPM and GSA Government-wide policy and guidance on telework; links to the International Telework Association and Council (ITAC) and the Washington Metropolitan Telework Centers; and Frequently Asked Questions. The web site address is <http://www.telework.gov>.

## **2. IMPLEMENTATION OF THE DOD TELEWORK PROGRAM**

### **2.1 Types of Telework**

DoD offers two types of telework arrangements, “regular and recurring” and “ad hoc”, based on the recognition that organizational and employee needs may vary considerably, and should be considered on a case-by-case basis. Some situations require occasional or infrequent arrangements while others are more conducive to longer periods or regularly scheduled arrangements. The intent in offering two types of telework is to provide supervisors, managers, and employees with maximum flexibility to establish an arrangement that is responsive to their particular situation. However, regular and recurring telework of at least one day per biweekly pay period should receive most support and approval from managers.

**2.1.1 Regular and recurring telework** means an approved work schedule where eligible employees regularly work at least one day per biweekly pay period at an alternative worksite.

Reasons for regular and recurring telework arrangements include the recruitment and retention of high-quality employees; improved employee morale and a better balance of work and personal lives; reductions in commuting related stress and costs; improvements in access or as a reasonable accommodation for disabled employees; reductions in office space and associated costs; the need for convalescence from a short-term injury or illness, periods when the work office is not usable (e.g., during office renovation), or assignment to a special project (Note: As indicated in the basic policy, telework is not a substitute for dependent care and is not to be used to replace care arrangements.)

All eligible employees who telework on a regular and recurring basis will be required to sign a Telework Agreement (example at Appendix A). Teleworkers who work at home must sign a safety checklist (example at Appendix B).

Employees who telework must be available to work at the traditional worksite on telework days on an occasional basis if necessitated by work requirements. Conversely, requests by the employee to change his or her scheduled telework day in a particular week or biweekly pay period should be accommodated by the supervisor wherever practicable, consistent with mission requirements.

Regular and recurring telework may include “full time” telework (i.e., performing all official duties at an approved alternative worksite), including telework from geographic locations outside of the commuting area to the traditional worksite, e.g., within Continental United States or overseas. Refer to section 2.9 on Official Duty Station and section 2.10 on Telework and Travel for more information.

2.1.2 Ad hoc telework means approved telework performed at an alternative worksite on an occasional, one-time, or irregular basis. (Telework of less than one day per pay period is considered ad hoc.)

This provides an ideal arrangement for employees who, at infrequent times, have to work on projects or assignments that require intense concentration. Work assignments in this situation may include a specific project or report, such as drafting a local directive, preparing a brief or arguments, preparing an organization's budget submission, reviewing grant proposals, or preparing a research paper. Such situations may occur throughout the year or be a one-time event. Ad hoc telework may also cover short-term assignments, for example, for employees recovering from injury or illness. Supervisor approved web-based distance and continuous learning are excellent examples of ad hoc telework.

For ad hoc telework, Components may choose to require a formal Telework Agreement and safety checklist if the employee is teleworking from home, to be completed prior to the employee commencing telework. Approval for ad hoc telework, including signing of a Telework Agreement for ad hoc telework, does not confer eligibility for regular and recurring telework.

The manager should retain a record of the number of employees who undertake approved ad hoc telework and the incidence of such telework.

## **2.2 Alternative Worksites**

### **2.2.1 Work-at-Home**

Work-at-home telework means an approved arrangement whereby an employee performs his or her official duties in a specified work or office area of his or her home that is suitable for the performance of official Government business.

Advantages of teleworking from home include:

- savings in time and reduced stress by avoiding the commute to the traditional worksite, resulting in more and higher quality time with family, and a healthier lifestyle;
- savings in commuting costs;
- convenience;
- familiar environment; and
- enabling work at peak productivity times.

The opportunity to participate in a work-at-home arrangement is offered with the understanding that it is the responsibility of the employee to ensure that a proper work environment is maintained (e.g. dependent care arrangements are maintained

and do not interfere with the home office, personal disruptions such as non-business telephone calls and visitors are kept to a minimum).

The employee and his/her family should understand that the home worksite is just that, a space set aside for the employee to work. Telework is not a substitute for dependent care.

Before commencing teleworking, work-at-home teleworkers must complete and sign a safety checklist (example at Appendix B) that proclaims their home safe for an official home worksite. The goal is to ensure that all the requirements to do official work are met in an environment that allows the tasks to be performed safely.

Work-at-home telework arrangements may increase an employee's home utility costs. DoD assumes no responsibility<sup>1</sup> for any operating costs associated with the employee using his or her personal residence as an alternative worksite, including home maintenance, insurance, or utilities (e.g., heating, electricity, water). Furthermore, employees on a work-at-home telework arrangement who are approved to use their own equipment, are responsible for the repair and maintenance of that equipment.

For official Government business only, and specific to telework, Components have the option to use appropriated funds<sup>2</sup> to install telephone lines in a private residence. Components may also issue a calling card (as for telecenter teleworkers) to charge long distance official calls in cases where a separate telephone line cannot be justified or installed. Alternatively, under 31 U.S.C. Section 1348, reimbursement of long-distance (domestic and international) telephone expenses is allowed if incurred as a result of official duties. Employees shall complete Standard Form (SF) 1164, Claim for Reimbursement for Expenditures on Official Business, and have it approved by their supervisor with a copy of the telephone charges.

Maintenance of any Government-furnished equipment may require access by approved repairers to the employee's home, with advance notice. Alternatively, the Component may require the work-at-home teleworker to transport Government-furnished equipment to the traditional worksite for repairs.

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<sup>1</sup> A GAO decision concluded that "*absent legislation authorizing such expenditures, incremental costs associated with the residential workplace may not be allowed*" (B-225159, June 19, 1989).

<sup>2</sup> Public Law 104-52, Sections 619 and 620, allows agencies to use funds to install telephone lines, and necessary equipment, used for official purposes and to pay monthly charges in any private residence or private apartment of an employee who has been authorized to work-at-home.

### 2.2.2 GSA Telecenters (National Capital Region)

DoD provides a limited central fund to underwrite the expenses associated with use of the GSA telecenters in the Washington, D.C., metropolitan region by the DoD Components for both civilian and military personnel. The central fund is managed by the Civilian Personnel Management Service and covers all costs (within allotted funds) associated with renting space, including equipment and utilities, at a telecenter. Components may provide employees with a calling card to cover long distance telephone charges.

Typically, GSA telecenters house employees of more than one agency and include work spaces and equipment common to a traditional office environment. All office accommodations (desks, computers with modems, conference areas, copy machines, fax machines) are provided based on a monthly service charge. Employees work at approved GSA telecenters primarily because the centers are closer to their home than their traditional worksite, not necessarily because they belong to the same work unit or organization.

The security requirements prescribed in the DoD telework policy apply to all employees who telework, including those who telework from GSA telecenters.

A list of the GSA telecenters and their locations is provided at Appendix C. All centers are operated on a space available basis, and approval of telework /telecenter arrangements is based on availability of space and central funding. (Components, of course, may choose not to use the central fund and make their own arrangements with the telecenters.)

Procedures for applying to telework at a GSA telecenter are outlined at Appendix C. The Telecommuting Facility Reimbursement Information Sheet at Appendix C must be submitted to the Office of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy) (ODASD(CPP)) for approval prior to employees beginning telework from the telecenters.

Advantages of teleworking from a telecenter include:

- on-site technical support and full resources;
- manager may prefer the structure of a telecenter for his or her employees and use this as a first step towards work-at-home telework;
- some employees' homes are not conducive to work-at-home telework;
- provides a professional environment; and
- maintains a clear delineation of work and home life.

### **2.2.3 Other Approved Worksites**

Other approved worksites include any other worksite funded by the employee's Component from which the employee is approved to telework, including a facility established by state, local or county governments or private sector organizations for use by teleworkers, and including National Guard Bureau Distance Learning Centers.

## **2.3 Telework Agreement**

Prior to the commencement of regular and recurring telework arrangements, supervisors and employees must complete and sign a Telework Agreement (example at Appendix A) that outlines the terms and conditions of the arrangement.

The Telework Agreement prescribes the approved alternative worksite and telework schedule, and addresses personnel, security, and equipment issues. It also records the anticipated reduction in commuting miles for the teleworker.

The employee or supervisor may terminate the telework agreement by giving advance written notice. If, at any time, it is determined that an arrangement is having an adverse impact on work operations or performance, the supervisor will provide notice to the employee that the arrangement will be terminated. The transition back to the traditional worksite must be in accordance with established administrative procedures and collective bargaining agreements.

## **2.4 Employee Grievances**

If an employee disputes the reason(s) given by a supervisor for not approving him or her for telework, or for terminating his or her telework agreement, the employee may submit a grievance using the agency administrative or negotiated grievance procedure, as appropriate.

## **2.5 Certification and Control of Time and Attendance**

The assigned hours of work while teleworking form part of the employee's regular tour of duty. Time spent in a telework status must be accounted for and reported in the same manner as if the employee reported for duty at the traditional worksite. Timekeepers will record the numbers of hours each individual spends in a telework status during the regular daily tour of duty by entering a type hour code "LX"<sup>3</sup> into the automated time and attendance system. For instance, if an

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<sup>3</sup> Use of the LX code is a temporary measure pending establishment of a new, distinct code for telework.

employee has a regular daily tour of duty of 8 hours and spends 8 hours in a telework status, 8 hours would be recorded using the "LX" code. Hours spent in a telework status that are outside of the regular daily tour must also be accounted for and reported. Employees in a telework status must adhere to their approved work schedules. Overtime work must be ordered and approved in advance by the supervisor.

Supervisors can verify an employee's time spent working at an alternative worksite by determining the reasonableness of the work output for the time spent, or by making occasional telephone calls during the employee's scheduled work hours at the alternative worksite. The technique for determining reasonableness of work output for the time spent is consistent with managing by results (refer to the section below on performance management).

## **2.6 Performance Management**

An employee must have a proven, or expected (for new employees), performance rating of "fully successful" or equivalent, to be eligible for participation, and for ongoing participation, in the Telework program.

Teleworkers' performance should be monitored in the same manner as all employees' at the traditional worksite. The performance standards should be based on a results-oriented approach and should describe the quantity and quality of expected work products and the method of evaluation.

Teleworkers are required to complete all assigned work, consistent with the approach adopted for all other employees in the work group, and according to standards and guidelines in the employee's performance plan.

## **2.7 Work Schedules**

The existing rules on hours of duty apply to teleworking employees. Management determines the employee's work schedule, including the days and times that the employee will work in the traditional worksite and at the alternative worksite, consistent with the requirements of the work group and provisions of existing regulations, Government-wide policy and applicable bargaining agreements. The assigned telework hours can parallel those in the traditional worksite or be specific to the alternative worksite.

Employees who work an alternative work schedule, that is, a flexible work schedule or a compressed work schedule, may also telework.



There are no limits on the number of telework days versus “in-office” days per week or pay period for teleworkers. Many arrangements provide for a minimum work time in the traditional worksite, e.g., 2 to 3 days per week, although this should not preclude approval of full-time (i.e., every workday) telework arrangements. Most teleworking employees spend part of the workweek in the traditional worksite to improve communication, minimize isolation, and use facilities not available off-site. Components are encouraged to develop flexible procedures that allow individual supervisors to determine the best balance for the mission and individual situations.

Employees participating in short-term arrangements (e.g., recuperating from surgery, complications associated with pregnancy) typically do not have in-office days; they work a full- or part-time schedule from their home. Similarly, long-term teleworkers may be allowed to work their full schedules at the alternative worksite, particularly when the employee is physically unable to commute. Again, Components should adopt a flexible approach in developing optimum arrangements for these employees.

## **2.8 Overtime**

The overtime provisions that apply to employees working at a traditional worksite apply to employees on a telework agreement. Employees may work overtime only when ordered and approved by the supervisor in advance.

## **2.9 Official Duty Station**

A teleworker’s official duty station for such purposes as special salary rates, locality pay adjustments, and travel, is established at Component discretion. Although the Office of Personnel Management has not issued regulations or formal guidance on determining official duty stations for employees in telework situations, OPM’s “Guide to Processing Personnel Actions” (GPPA) provides guidance on documenting duty station changes.

Chapter 23 of the GPPA defines “duty station” as the “city/town, county, and State in which the employee works. For most employees, this will be the location of the employee’s work site.” The guide further states, “The location of an employee’s work site is the location of the employee’s desk or the place where the employee normally performs his or her duties.” Components should make duty station determinations under telework arrangements within the framework of these GPPA citations.

In situations where a teleworker works solely from an approved alternative worksite, and the alternative worksite and the traditional worksite are not in the

same locality pay area, the official duty station should be determined to be the alternative worksite. It would be contrary to the intent of the locality pay law to provide locality pay entitlements to an employee who does not actually work “within the locality” in question. To effect a change in duty station, a supervisor must initiate a Request for Personnel Action to document the change on a Notification of Personnel Action.

## **2.10 Telework and Travel**

The travel provisions that apply to employees working at a traditional worksite also apply to employees who telework. A teleworker who is directed to travel to another worksite (including the traditional worksite) during his or her regularly scheduled basic tour of duty would have the travel hours credited as hours of work. Similarly, as for all employees, teleworkers who are directed to travel back to the traditional worksite after their regularly scheduled basic tour of duty for irregular or occasional overtime work, are entitled to at least 2 hours of overtime pay or compensatory time off (5 CFR 550.112(h) and 551.401(e)).

Where an employee teleworks full-time from a location outside of the local commuting area of the traditional worksite, and his or her alternative worksite has been determined as his or her official duty station, management funds all work-related travel outside the employee's normal commuting area, including travel to the traditional worksite (refer to the guidance provided at 2.9 above).

Management reserves the right to require employees to report to the traditional worksite on scheduled telework days, based on operational requirements.

## **2.11 Emergency Dismissal or Closing**

Emergency dismissal or closure procedures for employees (including employees teleworking from an alternative worksite) in Federal executive agencies located inside the Washington Capital Beltway are prescribed by OPM on an annual basis. These procedures apply not just in adverse weather conditions (snow emergencies, severe icing conditions, floods, earthquakes, and hurricanes), but in all kinds of emergency situations including air pollution, disruption of power and/or water, and interruption of public transportation.

OPM’s current policy in situations where it deems Federal agencies to be “closed” is that employees not designated as "emergency employees" (including teleworking employees at an alternative work site) are excused from duty without loss of pay or charge to leave. Consistent with this advice, teleworkers whose traditional worksite is inside the Washington DC Beltway will observe the same closedown arrangements as employees at the traditional worksite. For DoD

agencies located outside the Washington DC beltway that are affected by emergency situations or closings, managers should determine action on a case-by-case basis.

If a situation arises at the employee's alternative worksite that results in the employee being unable to continue working (e.g., power failure), the supervisor should determine action on a case-by-case basis. Depending on the particular circumstances, supervisors may grant the teleworker excused absence, offer the teleworker the option to take leave or use compensatory time off or credit hours, if applicable, or require the employee to report for work at the traditional worksite. If a similar occurrence (not covered by OPM emergency dismissal guidance) causes employees at the traditional worksite to be unable to continue working, e.g., part of a large organization is dismissed due to a lack of heat or cooling, employees who are teleworking would not be affected and would not need to be excused from duty.

If the employee knows in advance of a situation that would preclude working at the alternative worksite, a change in work schedule, leave, or work at the employee's traditional worksite must be scheduled.

## **2.12 Telework for Employees with Disabilities**

Telework is excellent for accommodating employees with disabilities. For information on employing and accommodating employees with disabilities, both at home and at the traditional worksite, see the handbook, *Managing End User Computing for Users With Disabilities*, prepared by GSA's Clearinghouse on Computer Accommodation (COCA). GSA's Federal Information Resources Management Regulations, FIRMR Bulletin C-8, establish Government-wide guidelines for acquiring ADP equipment that helps disabled Federal employees.

## **2.13 Training**

Supervisors and employees participating in the DoD Telework Program are encouraged to undertake training in telework, as experience shows that the most successful telework arrangements include initial training for both supervisors and employees. Components may determine the best training options in this respect.

## **3. EQUIPMENT**

The following paragraphs supplement, and should be read in conjunction with, the provisions on use of equipment for telework, as prescribed in the DoD telework policy.

Component Designated Approving Authorities (DAAs) may determine the range of equipment required by a teleworker, the source of this equipment and responsibility for its installation, service, and maintenance subject to the following:

- a) providing and/or installing Government-furnished equipment, including separate phone lines, at alternative worksites is at the discretion of the Component DAA, and every effort should be made to provide the necessary equipment within budgetary constraints. Laptops and docking stations are useful options for teleworkers;
- b) supervisors should ensure that Government equipment assigned to teleworkers is properly accounted for;
- c) the employee continues to be bound by the Department of Defense standards of conduct while working at the alternative worksite and using Government-furnished equipment;
- d) the Component is responsible for the service and maintenance of all Government-furnished equipment and software, and employees may be required to bring such equipment into the traditional worksite for maintenance;
- e) the employee must protect all Government-furnished equipment and software from possible theft and environmental damage. In cases of damage to unsecured equipment by non-employees, the employee will be held liable for repair or replacement of the equipment or software in compliance with applicable regulations on negligence;
- f) if a Component DAA decides to approve Government-furnished equipment and does not have enough office equipment to support its teleworkers due to shortages, the requirement can often be satisfied through excess property (Refer to Part 101-43 of the Federal Procurement Management Regulation (FPMR) regarding "Utilization of Personal Property.") The Property manager for the Component should have knowledge concerning excess equipment availability. Excess property should be the first source of supply before considering purchasing equipment;
- g) Public Law 104-52 authorizes agencies to use funds to install telephone lines in private residences of employees authorized to telework, and to pay monthly phone charges for such lines, within budgetary constraints. Teleworkers should be provided with Federal calling cards if duties require making long distance calls on a regular basis;

- h) office supplies, such as paper, toner, printer ink etc., will be available to the teleworker for use at the alternative worksite in the same way as in the traditional workplace; and
- i) employees who use telecenters will be provided access to basic office equipment (e.g., computer, modem, telephone, fax, copier). Telecenters are responsible for the installation and maintenance of telecenter equipment. Employees are prohibited from using telecenter equipment for personal use.

#### **4. SECURITY ISSUES**

The following paragraphs supplement, and should be read in conjunction with, the provisions on security for telework, as prescribed in the DoD Telework Policy.

All files, records, papers, or machine-readable materials created while teleworking are the property of DoD. For policy advice on electronic security procedures, see FIRMR 41 C.F.R. section 201-7, Security of Personal Privacy; and Security of Personal Computer Systems; A Management Guide, NBS Special Publication 500-120, U.S. Department of Commerce, National Institute of Standards and Technology.

Records subject to the Privacy Act may not be disclosed to anyone except those authorized access as a requirement of their official responsibilities. Components shall ensure that appropriate physical, administrative, and technical safeguards are used to protect the security and confidentiality of such records. Only copies, not originals, of Privacy Act documents may be permitted to be taken out of the traditional work site and they may be taken only on temporary basis and not permanently stored out of the traditional work site. Components shall ensure that any teleworkers who will be working on Privacy Act materials receive appropriate Privacy Act training.

Teleworkers are responsible for the security of all official data, protection of any Government-furnished equipment and property, and accomplishment of the mission of DoD at the alternative worksite.

#### **5. WORKERS' COMPENSATION AND OTHER LIABILITIES**

Employees who are directly engaged in performing the duties of their jobs are covered by the Federal Employees Compensation Act (FECA), regardless of whether the work is performed on the agency's premises or at an alternative worksite. An employee on the workers' compensation rolls who is a candidate for vocational rehabilitation may upon approval by the Department of Labor (DOL), use telework as an option.

The employee must notify the supervisor immediately of any accident or injury at the alternative worksite, provide details of the accident or injury, and complete the DOL Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation.

For work at home arrangements, the employee is required to designate one area in the home as the official work station. The Government's potential exposure to liability is restricted to this official work station for the purposes of telework. Each employee with an approved Telework Agreement for work-at-home telework must sign a safety checklist (example at Appendix B) that proclaims the home safe. Employees are responsible for ensuring that their homes comply with safety requirements.

The Government is not liable for damages to an employee's personal or real property while the employee is working at the approved alternative worksite, except to the extent the Government is held liable by the Federal Tort Claims Act or the Military and Civilian Employees Claims Act. Occupational Safety and Health Administration rules govern Federal employee workplace safety.

An employee on the workers' compensation rolls who is a candidate for vocational rehabilitation may use telework as an option. It is a management decision, however, as to whether a light duty position would be developed for an injured employee. If an employer wishes to provide a position suitable for telework, it cannot require the use of one's personal residence or resources to perform work. If an employee finds the home-based worksite not conducive to work, the teleworker would upon approval of the DOL generally be able to withdraw from the vocational rehabilitation trial and apply for a resumption of workers' compensation benefits.

**APPENDIX A**

**SAMPLE TELEWORK AGREEMENT  
DEPARTMENT OF DEFENSE**

The following constitutes the terms and conditions of the telework agreement between:

Employee:

\_\_\_\_\_  
**Last Name                      First Name                      Middle Initial**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Pay Plan                      Series                      Grade**

and

DoD Component: \_\_\_\_\_

**Days in Biweekly Pay Period Employee is Authorized to Telework**

The employee is approved to work at the approved alternative worksite specified below in accordance with the following schedule:

DAY	PER WEEK	PER PAY PERIOD	WORK SCHEDULE		DUTY HOURS (specify hours of work and lunch break)
			Fixed or Alternative	FWS or CWS	
MON					
TUES					
WED					
THURS					
FRI					

**Alternative Worksite**

The employee's alternative worksite is:

☐

Home office or work area

Address: \_\_\_\_\_

Location of home office or work area: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

☐ GSA Telecenter  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

☐ Other approved alternative worksite  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### **Changes to Telework Arrangement**

Employees who telework must be available to work at the traditional worksite on telework days on an occasional basis if necessitated by work requirements. Requests by the employee to change his or her scheduled telework day in a particular week or biweekly pay period should be accommodated by the supervisor wherever practicable, consistent with mission requirements.

A permanent change in the telework arrangement must be reflected in a new Telework Agreement.

### **Work-at-Home Telework**

It is the responsibility of the employee to ensure that a proper work environment is maintained while teleworking.

Work-at-home teleworkers must complete and sign a safety checklist that proclaims the home safe for an official home worksite, to ensure that all the requirements to do official work are met in an environment that allows the tasks to be performed safely. The employee agrees to permit access to the home worksite by agency representatives as required, during normal working hours, to repair or maintain Government-furnished equipment, and to ensure compliance with the terms of this telework agreement.

For work at home arrangements, the employee is required to designate one area in the home as the official work or office area that is suitable for the performance of official Government business. The Government's potential exposure to liability is restricted to this official work or office area for the purposes of telework.

The employee acknowledges that telework is not a substitute for dependent care.

The Government is not responsible for any operating costs that are associated with the employee using his or her personal residence as an alternative worksite, including home maintenance, insurance, or utilities.

### **Official Duty Station**

The employee's official duty station for such purposes as special salary rates, locality pay adjustments, and travel is \_\_\_\_\_



The official duty station corresponds to that found on the most recent SF 50, Notification of Personnel Action.

### **Time and Attendance, Work Performance and Overtime**

Time spent in a teleworking status must be accounted for and reported in the same manner as if the employee reported for duty at the traditional worksite.

The employee is required to satisfactorily complete all assigned work, consistent with the approach adopted for all other employees in the work group, and according to standards and guidelines in the employee's performance plan.

The employee agrees to work overtime only when ordered and approved by the supervisor in advance. Employees who work overtime without such prior approval may be subject to administrative or disciplinary action.

### **Security and Equipment**

No classified documents (hard copy or electronic) may be taken to an employee's alternative worksite. For regular and recurring telework, sensitive unclassified material, including Privacy Act and For Official Use Only data, may only be used by teleworkers provided with Government-furnished equipment. The employee is responsible for the security of all official data, protection of any Government-furnished equipment and property, and carrying out the mission of DoD at the alternative worksite. Government-furnished equipment must only be used for official duties and family members and friends of teleworkers are not authorized to use any Government furnished equipment

Where the employee has been approved by the Component DAA to use their personal computers and equipment for telework on non-sensitive unclassified data, remote access software must not be loaded into employee's personal computers for official purposes. The employee is responsible for the installation, repair and maintenance of all personal equipment.

The Component is responsible for the maintenance of all Government-furnished equipment. The employee may be required to bring such equipment into the office for maintenance. The employee must return all Government-furnished equipment and materials to the agency at the conclusion of teleworking arrangements or at the Component's request.

### **Liability and Injury Compensation**

The Government is not liable for damages to the employee's personal or real property while the employee is working at the approved alternative worksite, except to the extent the Government is held liable by the Federal Tort Claims Act or the Military and Civilian Employees Claims Act.

The employee is covered by the Federal Employees Compensation Act (FECA) when injured or suffering from work-related illnesses while conducting official Government

business. The employee agrees to notify the supervisor immediately of any accident or injury that occurs at the alternative worksite while performing official duties and to complete any required forms.

### **Standards of Conduct**

The employee acknowledges that he/she continues to be bound by the Department of Defense standards of conduct while working at the alternative worksite and using Government-furnished equipment.

### **Mileage Savings**

The employee estimates that the telework arrangement will result in a reduction of approximately \_\_\_\_\_ miles traveled in commuting per week.

### **Termination of the Telework Agreement**

This telework agreement can be terminated by either the employee or the supervisor by giving advance written notice. Management shall terminate the telework agreement should the employee's performance not meet the prescribed standard, or the teleworking arrangement fails to meet organizational needs.

### **Date of Commencement**

The telework arrangement covered by this Agreement will commence on:

\_\_\_\_\_

*(Date)*

### **Signatures:**

\_\_\_\_\_  
**Employee** **Date**

\_\_\_\_\_  
**Supervisor** **Date**

**APPENDIX B**

<b>SAMPLE SAFETY CHECKLIST</b>	
<b>DoD TELEWORK PROGRAM</b>	
The following checklist is designed to assess the overall safety of the home worksite. The participating employee should complete the checklist, sign and date it, and return it to his or her supervisor (and retain a copy for his or her own records).	
1. Are temperature, noise, ventilation, and lighting levels adequate for maintaining your normal level of job performance?	<b>Yes [ ] No [ ]</b>
2. Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires or fixtures, exposed wiring on the ceiling or walls)?	<b>Yes [ ] No [ ]</b>
3. Will the building's electrical system permit the grounding of electrical equipment (a three-prong receptacle)?	<b>Yes [ ] No [ ]</b>
4. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?	<b>Yes [ ] No [ ]</b>
5. Are file cabinets and storage closets arranged so drawers and doors do not enter into walkways?	<b>Yes [ ] No [ ]</b>
6. Are phone lines, electrical cords, and surge protectors secured under a desk or alongside a baseboard?	<b>Yes [ ] No [ ]</b>
<b>Employee's Signature _____ Date _____</b>	

NAME: \_\_\_\_\_ COMPONENT: \_\_\_\_\_

POSITION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

LOCATION OF DESIGNATED HOME OFFICE OR WORK AREA: \_\_\_\_\_  
 \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_

**PROCEDURES FOR TELEWORK AT GSA TELECENTERS**

1. The employee starts by making a reservation at a GSA Telecenter by telephoning the appropriate center director to ensure there is space available.
2. The employee and his or her supervisor complete the top portion of the Telecommuting Facility Reimbursement Sheet (TFRS) (see next page) and forward to the Component Telework Coordinator. The Component Telework Coordinator will fax it to the obligating/paying office below for funding approval:

Civilian Personnel Management Service (CPMS)  
Charlie Holland, Voice (703) 696-2788  
Alternate: Connie Lumpkin (703) 696-4632  
Fax (703) 696-5474

3. The completed form is then sent to GSA by CPMS, and a copy sent to the Component Telework Coordinator for forwarding to the employee

GSA, PBS, Office of Business Performance  
1800 F Street NW, Washington, DC 20405  
Attention: Penny Einarsen, Room 4333  
FAX: (202) 501-3296

4. All employees approved for telecenter use must give a copy of their TFRS to the appropriate Telecenter Director.
5. A new form is required for all changes in telecenter work schedule. A new TFRS must be submitted directly to CPMS at the beginning of each fiscal year.
6. Upon termination, the teleworker must obtain the signature of the telecenter director on the TFRS form and fax copies to 3. and 4. Above
7. Further information on use of and facilities in GSA Telecenters is provided at [www.telework.gov](http://www.telework.gov)
8. TFRS Terms: AGENCY NAME = Component/DoD Activity Name  
AGENCY CONTACT = Component Telework Coordinator

FISCAL YEAR 2003 (DoD Employees)  
TELEWORK FACILITY REIMBURSEMENT SHEET (TFRS)

(Note: Please complete form using a computer or a typewriter.)

TELEWORK CENTER NAME: \_\_\_\_\_

AGENCY NAME: \_\_\_\_\_

AGENCY CONTACT: \_\_\_\_\_

Contact Telephone #: \_\_\_\_\_

FAX #: \_\_\_\_\_

Email address: \_\_\_\_\_

TELEWORK CENTER USER SUMMARY:

User Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email address: \_\_\_\_\_

*Status (mark with an "X"):*      New User [   ]      Amendment [   ]

Start Date:      \_1 October 2002 or \_\_\_\_\_

Completion Date:   30 September 2003 or \_\_\_\_\_

*User Days and frequency (mark with an "X"): (30-days notice is required for fee adjustments related to unused workstation days)*

<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>
Every [   ]	Every [   ]	Every [   ]	Every [   ]	Every [   ]
Every Other [   ]	Every Other [   ]	Every Other [   ]	Every Other [   ]	Every Other [   ]

Approved FY2003 Teleworker Funding Level for this User: \$ \_\_\_\_\_

AGENCY LOCATION CODE:   \_00006551\_\_\_\_\_

AGENCY ACCOUNTING DATA:   9730100.7301 001 P860.01 25.16 AB H5A3  
AB3H5A3TELCOMU S033181

*(This payment document will be submitted to GSA and the telework center director on an annual basis. The user will give the center director 30-days notice prior to vacating a telework center or requesting fee adjustments and notify the appropriate user agency personnel. The telework center director will notify GSA of the termination by signing in the Center Director Termination block below and forwarding a copy to GSA, PBS, Office of Business Operations. In the event that Federal Continuity of Operations Plans (COOP) are activated, the teleworker will, if requested, relinquish their seat/workstation for the duration of this operation. The need for adjusting the user fee will be evaluated following the emergency.)*

AGENCY CERTIFYING OFFICIAL'S SIGNATURE: \_\_\_\_\_

CONSTANCIA A. LUMPKIN, Chief  
Business Management Division  
Defense Civilian Personnel Management Service

-----  
CENTER DIRECTOR TERMINATION SIGNATURE: \_\_\_\_\_

TYPED OR PRINTED NAME OF CENTER DIRECTOR: \_\_\_\_\_

DATE OF TERMINATION: \_\_\_\_\_

## GSA TELECENTER CONTACT LIST

<b><u>Maryland</u></b>	<b><u>2001 Monthly Fee</u> (per day of week that workstation is reserved)</b>	<b><u>2001 Monthly Fee</u> <i>for full time use of workstation</i> (5 days per week)</b>	<b><u>Virginia</u></b>	<b><u>2001 Monthly Fee</u> (per day of week that workstation is reserved)</b>	<b><u>2001 Monthly Fee</u> <i>for full time use of workstation</i> (5 days per week)</b>
<b>Bowie/Thurgood</b> Marshall Library www.tc.bowiestate.edu Bowie State University 14000 Jericho Park Road, Bowie MD 20715 POC: Joyce Larrick Ph. (301) 352-4390 FAX 352-4513	\$100	\$500	<b>NORTHERN VIRGINIA</b> www.gmutelework.com POC: Andrew Spalding Ph. (703) 279-3301		
<b>Frederick</b> www.ibasys.net/telework.htm 7340 Executive Way, Suite Frederick, MD 21704 POC: Lori Smith Ph.(301) 698-2700 FAX 696-2848	\$100	\$500	<b>FairfaxCity</b> 4031 University Drive; 1st Floor Fairfax, VA 22030	\$104	\$520
<b>Hagerstown</b> pilot.wash.lib.md.us/telework 14 North Potomac Street, Suite200 Hagerstown, MD 21740 POC: Mary Bray Ph. (301) 745-560 FAX 745-5700	\$100	\$500	<b>Herndon</b> 768 Center Street Herndon, VA 22070	\$104	\$520
<b>SOUTHERN MARYLAND</b> www.telecommutesomd.org POC: Paula Coluzzi Ph. (301) 934-7628 FAX 934-7686			<b>Loudoun Co.</b> 100 Carpenter Street; Suite 103 Sterling, VA 20166	\$104	\$520
<b>Calvert Center</b> 110 S. Solomon's Island Rd. Prince Frederick, MD 20678	\$108	\$540	<b>Manassas</b> www.lmco.com/manassas/t elecommute 9500 Godwin Drive Building 105 Manassas, VA 22110 POC: Darryl Dobberfuhl Ph. (703) 367-3000 FAX: 703 367-0126	\$104	\$400
<b>Waldorf InTeleWork Center</b> 128 Smallwood Village Shopping Center Waldorf, MD 20602	\$108	\$540	<b>Fredericksburg</b> www.radco.state.va.us/tele comm POC: Jennifer Alcott Ph. (540) 710-5001 FAX: 540 710-5004	\$104	\$520
<b>Laurel Lakes</b> 13962 Baltimore Avenue Laurel, MD POC: Beatrice Mouapi Ph. (301) 470-0560	\$108	\$540	<b>Massaponax Outlet Center</b> 4956 Southpoint Parkway Fredericksburg, VA 22407	\$104	\$520
<b>WEST VIRGINIA</b>			<b>Stafford County</b> 24 Onville Road, Suite 201 Stafford, VA 22554	\$104	\$520
<b>Jefferson County</b> www.jctc.org 401 South Fairfax Blvd Ransom, WV 25438 POC: Nielte Gedney Ph. (304) 728-3051 FAX 728-3068	\$154	\$770	<b>Woodbridge</b> www.radco.state.va.us/tele comm 13546 Minnieville Road Woodbridge, VA 22192 POC: Jennifer Alcott Ph. (540) 710-5001	\$196	\$980
			<b>Winchester</b> NetTech Center of Winchester www.nettechcenter.net 13 North Loudoun Street Winchester, VA 22601 POC: Linda Whitmer Ph. (540) 678-1909 FAX: 540 678-1939	\$104	\$520